



1600 9th Street, Sacramento, CA 95814
(916) 651-0811

July 25, 2007

TO: COUNTY MENTAL HEALTH DIRECTORS OF HUMBOLDT, LOS ANGELES, MERCED, MONTEREY, PLACER, SAN LUIS OBISPO, AND STANISLAUS

SUBJECT: UPDATE TO CHILDREN'S SYSTEM OF CARE / INTERAGENCY ENROLLEE-BASED PROGRAM (CSOC/IEBP) SCOPE OF WORK PLAN AND BUDGET INSTRUCTIONS FOR FISCAL YEAR 2006-07

Each Children's System of Care (CSOC) funded county that receives federal Substance Abuse & Mental Health Services Administration funds is required to report a roster of all children and youth enrolled in the CSOC program for any part of Fiscal Year 2006-07 by September 28, 2007.

As specified in the 'Special Instructions – Accountability /Evaluation' section of the 'Department of Mental Health (DMH) CSOC/IEBP Scope of Work Plan, Budget and Narrative for Fiscal Year 2006-07', the following information is to be reported for each enrollee:

- | | |
|-------------------------------|---|
| 1. County Number | 5. Date of Birth |
| 2. County Client ID Number | 6. Gender |
| 3. Child / Youth's First Name | 7. Date of CSOC Enrollment |
| 4. Child / Youth's Last Name | 8. Date of Disenrollment, if applicable |

Counties may choose to report this information either by using the Key-Entry option of the DMH Web-Based Data Reporting System (i.e., an on-line data entry form) or by uploading locally-collected data to the DMH Information Technology Web Services (ITWS) system. Specific instructions for each option are posted to the DMH website at <http://www.dmh.ca.gov/SpecialPrograms/child-enrollee-prog.asp>.

In addition, DMH requires that counties submit an annual report by December 15, 2007, summarizing major CSOC program accomplishments for 2006-07. This requirement is separate from the roster information specified above. A detailed discussion of the annual

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report can be found in the 'Department of Mental Health (DMH) CSOC/IEBP Scope of Work Plan, Budget and Narrative for Fiscal Year 2006-07 – Annual Report Instructions'. Questions regarding the annual report may be directed to Hilva Chan at (916) 651-0697, or Hilva.Chan@dmh.ca.gov.

Questions related to the CSOC/IEBP data entry requirements may be directed to Traci Fujita Sauer at (916) 653-3300 or by e-mail Traci.Fujita@dmh.ca.gov. For questions regarding requests for a username and password for access to the DMH Web-Based Data Reporting System On-Line Key Entry, contact Alice Chen at (916) 654-3560, or by e-mail at Alice.Chen@dmh.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael A. Borunda", with a stylized flourish below it.

MICHAEL A. BORUNDA
Acting Deputy Director
Systems of Care Division

cc: County Mental Health Children's Program Managers of Humboldt, Los Angeles,
Merced, Monterey, Placer, San Luis Obispo, and Stanislaus